

WIA ADULT SUPPORTIVE SERVICE POLICY OZARK REGION

Ozark Region WIA Adult staff will provide information on public assistance, food stamps, mental health services, childcare resources, transportation resources, health services, and other community resources. Staff will assist participants in making application and setting appointments for such services, as needed.

WIA Adult participants who are enrolled in intensive or training services and who are unable to obtain support services through other programs may be provided the following **when funds are not limited**:

Work-Related Clothing, Tools, and Equipment
Emergency Counseling Services
Emergency Gas Vouchers

Provision of services is subject to availability of funding. Eligibility criteria for WIA Adult support services are listed below. **The maximum dollar amount for all supportive services combined per WIA Adult participant will be \$200.**

Work-Related Clothing, Tools, and Equipment

Work-related clothing, tools, equipment, and other items such as eye exams, haircuts, etc. will be provided to those who meet the criteria outlined below.

1. Must be enrolled in intensive or training services.
AND
2. Require occupationally-specific clothing, tools, or other items as a precursor to training.
OR
3. Require occupationally-specific clothing, tools, or other items in order to obtain or maintain employment.
 - The need for supportive services will be verified by staff and noted in the IEP and/or Toolbox case history.
 - A maximum of \$200 may be provided per participant.
 - Recipients must provide receipts for purchase of clothing, tools, or other items when appropriate.

Emergency Counseling Services

WIA Adult Service participants are generally eligible for no cost or sliding scale cost for counseling services. WIA Adult staff may at the request of the participant make referrals to appropriate counseling services. As funds are limited the WIA Adult Title 1 program services does not provide assistance for any cost incurred by the participant.

Gas Vouchers Bus Passes

Gas vouchers and/or Bus Passes may be provided to those participating in staff assisted Core, Intensive or Training services who meet the criteria listed below.

Staff Assisted Core Services

Participant must be incurring a significant hardship with finding and obtaining employment that provides a self-sufficient income.

Pre-Vocational and AEL Students

1. Must be attending pre-vocational or AEL classes located at the Missouri Career Center in Springfield, or in attendance of other pre-vocation or AEL class and live a minimum of 10 miles (one way) from the class.

AND

2. Must achieve 85% attendance of scheduled classes.
 - Staff will verify participant attendance and mileage.
 - A maximum of \$25 per week may be provided for a maximum of 9 weeks.

Job Search Participants

1. Must achieve 85% attendance of Job Seekers Workshop.
 - Staff will verify participant attendance.
 - A maximum of \$25 for Job Seekers Workshop attendance may be provided.
2. Must complete one week of intensive job search after completion of Job Seekers Workshop.
 - Participant job search will be closely monitored and documented by staff.
 - A maximum of \$25 for intensive job search may be provided for a maximum of one week of activity.

Students Experiencing Unexpected Financial Hardship

1. Participant must be enrolled in training or job search activity.

AND

2. Household and/or other family members are not eligible for or receiving transportation assistance from other sources such as through the Career Assistance Program (CAP) or Vocational Rehabilitation.

AND

3. Must be experiencing a financial hardship(s) such as unexpected medical or “other” financial burdens.
 - “Other” qualifying emergencies will be dealt with on a case-by-case basis by staff and must be approved by Supervisor of WIA Adult Program.
 - A maximum of \$25 per week may be provided for a maximum of 9 weeks.

Maximum amount may be increase if travel one way is in excess of 45 miles one way (from home of the participant to service activity location).

Bus Passes provided to participants should be on a weekly basis and note in case history of the individuals Toolbox record. Mileage distance is waived for bus passes but is only available to those persons who are participants in an activity.